

Retention and Classification Report

Agency: Department of Agriculture. Division of Marketing and Enhancement (2770)
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Records Officer Sue Munteer

00584	*Correspondence
26401	Market News reports
83644	Market newsletter
80333	Market order referendum files
80334	Marketing order files

AGENCY: Department of Agriculture and Food. Division of Marketing and Conservation

SERIES: 584

4

TITLE: Correspondence

DATES: 1951-1956.

ARRANGEMENT: Alphanumerical.

DESCRIPTION:

Correspondence documents the administration or management of the Dept. of Agriculture's Division of Marketing and Promotion, office organization, it's policies, procedures and achievements.

RETENTION:

Retain permanent

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 9.

AUTHORIZED: 04/23/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

These records have historical value as they document the organization, policies, and procedures of the agency.

AGENCY: Department of Agriculture and Food. Division of Marketing and Conservation

SERIES: 584

TITLE: Correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Agriculture and Food. Division of Marketing and Conservation

SERIES: 26401

3

TITLE: Market News reports

DATES: 1933-

ARRANGEMENT: Chronological by year, thereunder numerical by report number
DESCRIPTION:

The Market News report is a publication that contains information on state, regional, and national market demands and prices in the livestock and hand grain industry. These reports include statistical information used to compare the state's market prices with other regional and national markets.

RETENTION:

Retain 15 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 12/20/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These publications have historical value to researchers as they document the trends of Agricultural market prices in the State of Utah since 1933.

AGENCY: Department of Agriculture and Food. Division of Marketing and Conservation

SERIES: 26401

TITLE: Market News reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Agriculture and Food. Division of Marketing and Conservation

SERIES: 83644

3

TITLE: Market newsletter

DATES: 1954-

ARRANGEMENT: Chronological by date of newsletter.

DESCRIPTION:

The Market newsletter was a semiweekly newsletter produced jointly by the U.S. and Utah Departments of Agriculture and acted as a resource for livestock market pricing. The newsletter includes information from the state's various stockyards about the price of cattle, sheep, and other stock as well as estimates of stock sold.

RETENTION:

Retain Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 04/08/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

These records have historical value as they document the activities of the agency and provides a history of some aspects of the livestock industry in Utah.

AGENCY: Department of Agriculture and Food. Division of Marketing and Conservation

SERIES: 83644

TITLE: Market newsletter

(continued)

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Agriculture and Food. Division of Marketing and Conservation

SERIES: 80333

3

TITLE: Market order referendum files

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Information concerning referendum votes of marketing orders mandated by 4-2-2(3) UCA. Used by director to hold the referendum. Includes: names of growers, addresses, copy of ballot and vote count.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Administrative

This retention schedule is based on administrative need.

AGENCY: Department of Agriculture and Food. Division of Marketing and Conservation

SERIES: 80333

TITLE: Market order referendum files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Agriculture and Food. Division of Marketing and Conservation

SERIES: 80334

3

TITLE: Marketing order files

DATES: 1966-

ARRANGEMENT: Alphabetical by marketing order

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Files concerning each marketing order created to aid growers in solving common problems of the industry ie. eradication of disease, pests, marketing and promotion. Included in these records are rules and statutes, marketing plans, feasibility studies, management reports, reports of project implementation, resolutions, history of the order, correspondence and project proposals.

RETENTION:

Retain 5 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This retention is based on the fact that these records are a history of each marketing order and will have research value for agricultural researcher in years to come. There are some housekeeping records included which will be weeded out.

AGENCY: Department of Agriculture and Food. Division of Marketing and Conservation

SERIES: 80334

TITLE: Marketing order files

(continued)